

Myers

Chairman:
CRAIG A. GREENING
Members:
G. J. HUMPHREYS
David L. Dickirson
JOHN L. PARKER
DIANA STOUT
EVERETTE SULLIVAN

**Committee for the
Purchase of Commodities and Services
from the Handicapped**

ROOM E-108
STATE CAPITOL BUILDING
CHARLESTON, WEST VIRGINIA 25305-0139

Ex Officio Members:
DICK ESTILL
Executive Secretary
DANNY MYERS
Executive Director
West Virginia Association
Rehabilitation
Facilities

MINUTES

February 11, 1993

SMALL P & P CONFERENCE ROOM
WEST VIRGINIA REHABILITATION CENTER COMPLEX
INSTITUTE, WEST VIRGINIA

The meeting of the Committee for the Purchase of Commodities and Services from the Handicapped was called to order by Craig Greening, Chairman. Other members in attendance were David Dickirson, newly appointed by the Governor to serve on the Committee; Tara Justice; John Parker; Everette Sullivan; and Richard Weekly, alternate for Craig Greening. Ex officio members in attendance were Debbie Bensey and Danny Myers of the CNA and Dick Estill, Executive Secretary of the Committee.

The minutes of the meeting of January 7, 1993, were approved as submitted without amendment.

John Parker gave the financial report which showed a beginning balance of \$3,819.49, with expenditures of \$219.58 and \$1,395.54, and an ending balance of \$2,204.37.

The Chairman moved to table the State Use Conference report to next month's meeting because of Mr. Humphreys' absence. The Chairman also indicated that he had received word from the Jackson County Developmental Center that IS&C had verbally approved the changes suggested for late work for the data entry contract.

The next item of business was a report by the CNA regarding the monthly reporting form requirements from facilities and problems of both compliance with the report and suggestions relative to ways of making the report more efficient.

Mr. Estill noted that he learned indirectly of some microfilming activity that was being done by Consultec, the successful bidder for statewide data automation of DHHR and Medicaid reporting. Mr. Estill indicated that he would look into the situation further to determine if this microfilming could logically be performed by our two rehabilitation facilities who hold the statewide contract for microfilming. He will report back to the Committee at its next meeting.

The first contract presentation was for janitorial services for the Regional Jail Administration with the work to

be performed by Shawnee Hills. This contract involves cleaning approximately 5,050 square feet, employing one worker three hours per day, five days weekly. There is an additional allotment for carpet cleaning in the contract at \$500 per year. The monthly cost of the contract is \$426.92 with an annualized cost of \$5,123.04. Motion was made by Everette Sullivan, seconded by Tara Justice, that this contract be approved. Motion passed unanimously.

The next contract presentation was for janitorial service at the West Virginia Armory Board Administrative Offices consisting of approximately 21,018 square feet. Shawnee Hills will employ one supervisor and one worker, six hours daily at five days per week. In addition, the contract will provide for window washing to be performed once yearly inside and out, with inside windows to be performed as needed. The cost per square foot is approximately \$1.0691. The monthly cost is \$1,827.98 with an annualized cost of \$21,935.76. Motion was made by John Parker, seconded by Tara Justice, that this contract be approved. Motion passed unanimously.

The next item of business was vendor complaints with specific emphasis around janitorial cleaning with the Bureau of Employment Programs. Each facility statewide was contacted and given corrective actions to take with dates for reporting back to the CNA for corrective actions taken. An additional problem exists with the Employment Security and Workers' Compensation operations in Beckley. At this location, there are allegations that workers are not showing up to perform janitorial duties. Committee members indicated clearly to the CNA that the state agency should not pay for services for any work that is not performed during the contract period. Quality assurance efforts need to be on-going with all janitorial service activities and, in particular, with these problem areas identified to the Committee.

There being no further business to be brought before the Committee, it was in adjournment with the time and place for the next meeting being Thursday, March 11, 1993, at 9:30 a.m. at the Small P & P Conference Room at the West Virginia Rehabilitation Center Complex, Institute, West Virginia.

Craig A. Greening, Chairman


John L. Parker, Recorder